



Date :  
Reply to :  
Attn of : Records Disposition Division (NCD)  
Subject: Deficiencies in records disposition request  
To :

CONTACT

TELEPHONE NUMBER (FTS/COM)

NCD CONTROL NUMBER

We are returning without action the attached Standard Form 115, Request for Records Disposition Authority, recently submitted by your office. We are unable to process this request because of the following deficiencies (see 41 CFR 101-11.4 and 101-11.5 for requirements):

- |   |   |
|---|---|
| <input type="checkbox"/> Items unchanged from previous authorizations are not marked out.   | <input type="checkbox"/> Items describing series proposed for permanent retention do not include an arrangement statement, the estimated volume of records accumulated annually, and the total volume of records accumulated to date. |
| <input type="checkbox"/> The request lacks adequate justification for deviation(s) from disposition standards prescribed by the General Records Schedules (GRS).  | <input type="checkbox"/> The request does not include the date on which permanent records will be offered to the National Archives.   |
| <input type="checkbox"/> Specific GRS or superseded disposition job citations are missing from Entry 9.   | <input type="checkbox"/> Series descriptions of the following items are inadequate:   |
| <input type="checkbox"/> The certifying official's signature is missing from Entry 6C.  | <input type="checkbox"/> Disposition instructions for the following items are incomplete or vague:  |
| <input type="checkbox"/> The request lacks microfilming certification.  | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> The request does not certify that General Accounting Office concurrence is attached or is unnecessary (Entry 6A).  |   |
| <input type="checkbox"/> Machine-readable records relating to textual records described on the SF 115 must also be scheduled. From the information provided, GRS 20 does not appear to schedule these machine-readable records. |   |

Please make the necessary changes and resubmit this SF 115 as soon as possible. If you have any questions, please call the contact person listed on the upper right and indicate the NCD control number we have assigned to your request.

Director, Records Disposition Division

Enclosure